

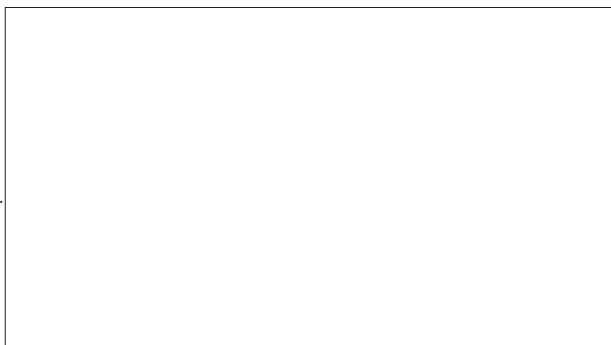
John.

all accounted for
with the exception of

STAT

OC

OP



and

We

have asked that both
offices forward their
reports directly to you.

Thanks.

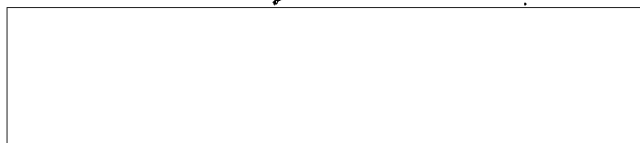
STAT



A/DDA/FR0

1236 Jones Bldg.

STAT



TO: OIT/CSG/IMD	FROM: (Directorate and Office)
---------------------------	---------------------------------------

		DDA ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I. OFFICE FILES:				
a.	Case, Subject, Chronos, Etc.	37,714	45,267.9	+ 7,553.9
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	18,945	21,089	+ 2,144
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	1,320	1,272.9	- 47.1
d.	Other (Describe)	119	113.6	- 5.4
TOTAL LINEAR FEET OF OFFICE FILES		58,098	67,743.0	+ 9,645
II. CARD-SIZE FILES:				
a.	3x5 Cards	725	722.3	- 2.7
b.	5x8 Cards	442	547.4	+ 105.4
c.	Punch Cards	95	97.5	+ 2.5
d.	Abstracts	28	10.2	- 17.8
e.	Aperture Cards	23	0	- 23
f.	Microfiche	326	457.7	+ 131.7
g.	Other (Describe)	2	881.6	+ 879.6
TOTAL LINEAR FEET—CARD-SIZE FILES		1,641	2,716.7	+ 1,075.7
		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III. MAGNETIC RECORDS:				
a.	Computer Tapes	75,816	72,161	- 3,655
b.	Audio Tapes	14,515	17,039	+ 2,524
c.	Video Tapes	7,435	5,650	- 1,785
d.	Disc Packs	1,652	1,752	+ 100
e.	Word Processing Magnetic Tapes	4,419	4,417	- 2
f.	Word Processing Magnetic Cards	4,124	126	- 3,998
g.	Magnetic Diskettes 5 1/4"	7,741	11,106	+ 3,365
h.	Magnetic Diskettes 8"	12,266	11,760	- 506
i.	Paper Tapes		145	+ 145
j.	Other (Describe)	23,470	23,569	+ 99
IV. FILM RECORDS:				
a.	Microfilm—16mm Reels	7,085	7,828	+ 743
b.	Microfilm—35mm Reels	119	115	- 4
c.	Microfilm Cassettes	350	350	0
d.	Movie Film	161	186	+ 25
e.	Other (Describe)	1,128	2,247	+ 1,119
Comments:				
Signature of Component RMO:		Date:		

FORM 3581 OBSOLETE PREVIOUS EDITIONS

White copy

Yellow copy - Directorate/RMO

Pink copy - Component/RMO

DIRECTORIATE DDA

COMPONENT	Case Files	Reference	Odd Size	Other	3x5 cards	5x8 cards	Punch Cards	Abstracts	Aperture	Microfiche	Other
oDDA	442	37	2	4	11	4					
OC	2067.2	1360	53.2			4.1				7.9	
OL	3349.	1356	542	16	22.5	175.5				90.	
oIT	3399.7	5386.1	178	10	16.8	25.1	42	10		187.3	
OF	2836	830	.3		33	4.5	5.5			57.8	180
OMS	2205	1320	185		130	32	40			32	
OS	22533.6	2124.9	104.1	83.6	214.7	58	4	.2		40.2	2
OTE	2695	8163	205.3		120					28	
OP	5740.4	512	3		174.3	244.2	6			14.5	699.6
	45267.9	21689	1272.9	113.6	722.3	547.4	97.5	10.2	—	457.7	881.6

67,743

2716.7

DDA'

46

10726

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87

TO: OIT
~~XXIX~~ OIS/IRMD

FROM: (Directorate and Office)
 O/DDA/RMO

	ANNUAL LINEAR FOOTAGE		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	380	422	22
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	10	37	27
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	5	2	3
d.	Other (Describe) Supplemental Dist., Medals	10	4	6
TOTAL LINEAR FEET OF OFFICE FILES		405	465	60

II. CARD-SIZE FILES:

a.	3x5 Cards	5.0	11	6
b.	5x8 Cards	0.5	4	3.5
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche			
g.	Other (Describe)			
TOTAL LINEAR FEET—CARD-SIZE FILES		5.5	15	3.11

	QUANTITY OF EACH		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes			
b.	Audio Tapes	9	0	9
c.	Video Tapes		14	14
d.	Disc Packs		3	3
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5 1/4"		98	98
h.	Magnetic Diskettes 8"		58	58
i.	Paper Tapes			
j.	Other (Describe)			

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	41	41	0
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other (Describe) Slides	2	0	2

Comments:

see attached note

Date:

13 January 1988

White copy - ~~XXIX~~ OIS/IRMD

Yellow copy - Directorate/RMO

Pink copy - Component/RMO

13 January 1988

MEMORANDUM FOR: DDA/IRO

FROM: ODDA/IMO

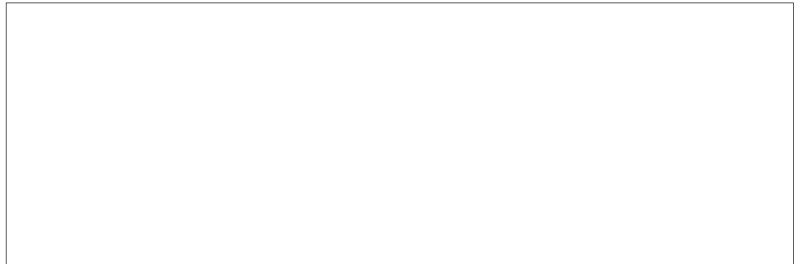
SUBJECT: ODDA ANNUAL RECORDS REPORT 1987

Mat,

1. One reason for the substantial increase in the ODDA's records holdings was due to Protocol's replacing four two drawer safes with four five drawer safes. This change was necessary because of the large increase in cases submitted for awards in 1987.

2. There was also an increase in the Registry's holdings, (+20 feet). We are currently holding several feet of material for ODDA staffs which can be destroyed or retired.

3. The Registry recently inherited the responsibility of Wang administration. A large percentage of the magnetic diskettes listed as part of our holdings are Wang system software and not Agency records. Agency records account for approximately 20 percent of the total magnetic diskett holdings.



Attachment

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87

TO: OIT ONS /IRMD	FROM: (Directorate and Office) DDA/OC
--	---

ANNUAL LINEAR FOOTAGE		
PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	2194.9	2067.2	= 127.7
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	1432.3	1360	= 72.3
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	65.8	53.2	= 12.6
d.	Other (Describe)	5.0	0	= 5
TOTAL LINEAR FEET OF OFFICE FILES		3698.0	3480.4	= 217.6

II. CARD-SIZE FILES:

a.	3x5 Cards			
b.	5x8 Cards	7.9	4.1	= 3.8
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche	8.6	7.9	= .7
g.	Other (Describe)			
TOTAL LINEAR FEET—CARD-SIZE FILES		16.5	12	= 4.5

QUANTITY OF EACH

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
---------------	--------------	------------

III. MAGNETIC RECORDS:

a.	Computer Tapes	275	25	- 250
b.	Audio Tapes	151	210	+ 59
c.	Video Tapes	642	730	+ 88
d.	Disc Packs	161	203	+ 42
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards	20	0	= 20
g.	Magnetic Diskettes 5 1/4"	884	1501	+ 617
h.	Magnetic Diskettes 8"	1457	3012	+ 1555
i.	Paper Tapes		75	+ 75
j.	Other (Describe)			

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	7	6	= 1
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes	350	350	
d.	Movie Film		4	+ 4
e.	Other (Describe) Carousels of Slides (35mm)	62	65	+ 3

Comments:

Signature

Date:

14 April 1988

FORM 9-85 3581

EDITIONS

OIT
White copy - ~~ONS~~/IRMD

Yellow copy - Directorate/RMO

Pink copy - Component/RMO

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87**TO:** OIT
IRMD**FROM:** (Directorate and Office)
DDA/OL**ANNUAL LINEAR FOOTAGE**

PREVIOUS YEAR CURRENT YEAR DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	2870	3349	479
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	1206	1356	150
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	357	542	185
d.	Other (Describe)	10	16	6

TOTAL LINEAR FEET OF OFFICE FILES

4443 5263 820

II. CARD-SIZE FILES:

a.	3x5 Cards	137	22.5	-114.5
b.	5x8 Cards	234	175.5	-58.5
c.	Punch Cards			
d.	Abstracts	2	0	-2
e.	Aperture Cards	4	0	-4
f.	Microfiche	20.5	90	69.5
g.	Other (Describe)			

TOTAL LINEAR FEET—CARD-SIZE FILES

397.5 242.5 -155

QUANTITY OF EACH

PREVIOUS YEAR CURRENT YEAR DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes	421	440	19
b.	Audio Tapes	40	44	4
c.	Video Tapes	444	458	14
d.	Disc Packs	135	140	5
e.	Word Processing Magnetic Tapes	9	5	-4
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"	285	934	649
h.	Magnetic Diskettes 8"	1258	1091	-167
i.	Paper Tapes			
j.	Other (Describe) (Audio Record Collection)	30	40	10

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	57	152	95
b.	Microfilm—35mm Reels	104	80	-24
c.	Microfilm Cassettes			
d.	Movie Film	100	122	22
e.	Other (Describe) (35mm SLIDE FILM)	1028	1256	228

Comments:

Signature of Component RMO:

Date:

6 JANUARY 1988

FORM 9-85 3581 OBSOLETE PREVIOUS EDITIONS

White copy - OIS/IRMD

Yellow copy - Directorate/RMO

Pink copy - Component/RMO

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87

TO: OIS/IRMD FROM: (Directorate and Office) DA/OIT

ANNUAL LINEAR FOOTAGE	
PREVIOUS YEAR	CURRENT YEAR

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	33259	3399.7	+73.8
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	5356.3	5386.1	+29.8
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	193	178	-15
d.	Other (Describe)	15.9	10	-5.9
TOTAL LINEAR FEET OF OFFICE FILES		8891.1	8973.8	82.7

II. CARD-SIZE FILES:

a.	3x5 Cards	17.5	16.8	-.7
b.	5x8 Cards	26	25.1	-.9
c.	Punch Cards	49	42	-7
d.	Abstracts	28.5	10	-18.5
e.	Aperture Cards			-2.3
f.	Microfiche	189.6	187.3	2.3
g.	Other (Describe)			
TOTAL LINEAR FEET—CARD-SIZE FILES		310.6	281.2	29.4

QUANTITY OF EACH	
PREVIOUS YEAR	CURRENT YEAR

III. MAGNETIC RECORDS:

a.	Computer Tapes	74086	71348	-2738
b.	Audio Tapes	208	70	-138
c.	Video Tapes	267	82	-185
d.	Disc Packs	1180	1151	-29
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5 1/4"	2514	4761	+2247
h.	Magnetic Diskettes 8"	1461	1799	+338
i.	Paper Tapes		70	+70
j.	Other (Describe) <u>Tape Cassettes</u>	23309	23309	0

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	2	2	0
b.	Microfilm—35mm Reels	2	2	0
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other (Describe)	46	46	0

Comments: Footage for previous years include OIT and OIS. This also includes offices that are no longer under OIT. Because of reorganization certain records show up as decrease.

Signature of Component RMO:

Date:

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87**TO:** OIT
~~OIS~~ IRMD**FROM:** (Directorate and Office)
DDA/OF

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	2745	2836	+91
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	532	830.9	+298.9
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	21	.3	-20.7
d.	Other (Describe)			

TOTAL LINEAR FEET OF OFFICE FILES

3298	3667.2	+369.2
------	--------	--------

II. CARD-SIZE FILES:

a.	3x5 Cards	219	33	-186
b.	5x8 Cards		4.5	+ 4.5
c.	Punch Cards		5.5	+ 5.5
d.	Abstracts		0	
e.	Aperture Cards		0	
f.	Microfiche	28	57.8	+ 29.8
g.	Other (Describe) (T&A Cards-162ft. - 8½x11" Cards-18ft) =		180	+180

TOTAL LINEAR FEET—CARD-SIZE FILES

247	280.8	+ 33.8
-----	-------	--------

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes		62	+62
b.	Audio Tapes			
c.	Video Tapes	15	13	- 2
d.	Disc Packs		13	+13
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"	145	81	-64
h.	Magnetic Diskettes 8"	119	934	+815
i.	Paper Tapes			
j.	Other (Describe) (Magnetic Diskettes 3¼")		3	+ 3

IV. FILM RECORDS:

a.	Microfilm — 16mm Reels	5586	6074	+ 488
b.	Microfilm — 35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other (Describe)			

Comments:

Date:

1/15/88

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87**TO:** OIT
~~OIS~~/IRMD**FROM:** (Directorate and Office)
DDA/OMS**ANNUAL LINEAR FOOTAGE**

PREVIOUS YEAR CURRENT YEAR DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	2291	2205	-86
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	1258	1320	+62
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	182	185	± 3
d.	Other (Describe)		3710	-21
TOTAL LINEAR FEET OF OFFICE FILES		3731		

II. CARD-SIZE FILES:

a.	3x5 Cards	128	130	+ 2
b.	5x8 Cards	43	32	-11
c.	Punch Cards	40	40	
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche	32	32	
g.	Other (Describe)			
TOTAL LINEAR FEET—CARD-SIZE FILES		201	234	+33

QUANTITY OF EACH

PREVIOUS YEAR CURRENT YEAR DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes			
b.	Audio Tapes	454	420	-34
c.	Video Tapes	722	780	+58
d.	Disc Packs	1		
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"	28	31	+3
h.	Magnetic Diskettes 8"	39	36	- 3
i.	Paper Tapes			
j.	Other (Describe) Computer Disc	40	45	+ 5

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	7	7	7
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film	37	42	+ 5
e.	Other (Describe)			

Comments:

Orig. sent to DA/IRMD 1225 AMES 11/5/88

Date:

12/24/87

FORM 9-85 **3581** OBSOLETE PREVIOUS EDITIONS

OIT

White copy - ~~OIS~~/IRMD

Yellow copy - Directorate/RMO

Pink copy - Component/RMO

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87

TO: OIT DIS/IRMD	FROM: (Directorate and Office) DDA/OS
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ANNUAL LINEAR FOOTAGE

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	18260	22533.6	+4273.6
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	1754	2124.9	+ 370.9
c.	Odd-Size Material: Maps, Charts, Photographs, Etc. computer listings	195	104.1	- 90.9
d.	Other (Describe) drawings clock sedds	90	83.6	- 6.4

TOTAL LINEAR FEET OF OFFICE FILES

20299	24846.2	+4547.2
-------	---------	---------

II. CARD-SIZE FILES:

a.	3x5 Cards	125.2	214.7	+ 89.5
b.	5x8 Cards	57	58	+ 1
c.	Punch Cards	6	4	- 2
d.	Abstracts		.2	+ .2
e.	Aperture Cards	5		- 5
f.	Microfiche	28	40.2	+ 12.2
g.	Other (Describe)	2	2	0

TOTAL LINEAR FEET—CARD-SIZE FILES

223.2	319.1	+ 95.9
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QUANTITY OF EACH

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
---------------	--------------	------------

III. MAGNETIC RECORDS:

a.	Computer Tapes	922	219	- 703
b.	Audio Tapes	1413	4014.9	+2601.9
c.	Video Tapes	2338	417.3	-1920.7
d.	Disc Packs	162	199	+ 37
e.	Word Processing Magnetic Tapes		2	+ 2
f.	Word Processing Magnetic Cards	504		- 504
g.	Magnetic Diskettes 5 1/4"	2785	1739.5	-1045.5
h.	Magnetic Diskettes 8"	4596	1348.1	-3247.9
i.	Paper Tapes			
j.	Other (Describe) Cartridges, Micro & Laser Disks	91	172	+ 81

IV. FILM RECORDS:

a.	Microfilm— 16mm Reels	172	17	- 155
b.	Microfilm— 35mm Reels	15		- 15
c.	Microfilm Cassettes			
d.	Movie Film	15	11.5	- 3.5
e.	Other (Describe) Viewgraphs, Slides	24.5	880	+ 855.5

Comments:

This is the completed & revised Office of Security's 1987 Records Holdings.

STAT Date:

7 March 1988

FOR 9-85

White copy - OIS/IRMD

Yellow copy - Directorate/RMO

Pink copy - Component/RMO

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87**TO:** OIT
~~XXX~~IRMD**FROM:** (Directorate and Office)
DDA/OTE**ANNUAL LINEAR FOOTAGE**

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
---------------	--------------	------------

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	2855.2	2695.0	-	160.2
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	7193.0	8163.0	+	970.0
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	306.2	205.3	-	100.9
d.	Other (Describe)				

TOTAL LINEAR FEET OF OFFICE FILES

10354.4	11063.3	+	708.9
---------	---------	---	-------

II. CARD-SIZE FILES:

a.	3x5 Cards	124.7	120.0	-	4.7
b.	5x8 Cards				
c.	Punch Cards				
d.	Abstracts				
e.	Aperture Cards				
f.	Microfiche	33	28	-	5.0
g.	Other (Describe)				

TOTAL LINEAR FEET—CARD-SIZE FILES

157.7	148.0	-	9.7
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QUANTITY OF EACH

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
---------------	--------------	------------

III. MAGNETIC RECORDS:

a.	Computer Tapes	86	46	-	40
b.	Audio Tapes	12280	12280		-
c.	Video Tapes	2970	3050	+	80
d.	Disc Packs	14	18	+	4
e.	Word Processing Magnetic Tapes	4410	4410		-
f.	Word Processing Magnetic Cards	3600	126	-	3474
g.	Magnetic Diskettes 5 1/4"	1135	1960	+	825
h.	Magnetic Diskettes 8"	3254	3194	-	60
i.	Paper Tapes				
j.	Other (Describe)				

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	107	119	+	12
b.	Microfilm—35mm Reels				
c.	Microfilm Cassettes				
d.	Movie Film	6	6		-
e.	Other (Describe)				

Comments:

Signature of Component RMO:

Date:

4/7/88

FORM 9-85 3581

OIT
White copy ~~XXX~~IRMD

Yellow copy - Directorate/RMO

Pink copy - Component/RMO

OP/IMO, EXPLAINING INCREASE IN OP'S
Holdings:

Received From OF/COMPENSATION

CASE FILES 1,109 FT

CARDS:

T/A 629 FT

3X5 28 FT

4X6 70 FT

Ref. 87 FT

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

REPORT OF OFFICE OF PERSONNEL RECORDS HOLDINGS, 1987/1988

FROM:

OP/RMO

EXTENSION

NO.

DATE

13 June 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1 Chief, Information Management Division

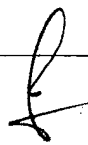
16 June 88



2.

3 Chief, Appraisal and Disposition Branch

17 June



4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

13 June 1988

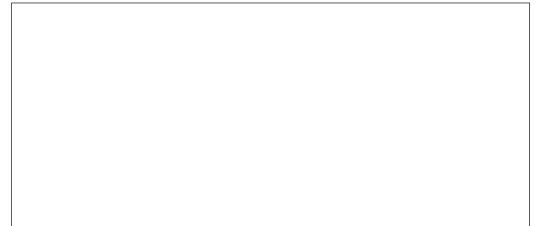
MEMORANDUM FOR: Chief, Appraisal and Disposition Branch
THROUGH: Chief, Information Management Division
FROM: OP Records Management Officer
SUBJECT: Report of Office of Personnel Records Holdings

1. I apologize for the late submission of OP's report. However, the discovery of major errors and omissions required that I spend a great deal of time and personal attention to produce an accurate report.

2. Stemming from efforts to re-emphasize the importance of records retirement and "clean-ups", recent personal visits to OP elements and calculations indicated that previously submitted records holdings reports were highly inaccurate. Many of OP's major collections had not been measured properly and other types of holdings had been underreported or simply not included. Also, the transfer of responsibility for the Agency's payroll function to OP increased OP's holdings considerably.

3. As OP is aggressively working to retire eligible records, I estimate that roughly 700 cubic feet will be deposited to Records Center by September of this year. This effort, combined with automation and decentralization initiatives, combining redundant file systems, and OP's move to the new building, will result in a sizeable reduction in OP records holdings by 1990.

4. As requested by the A/DA/RMO, the report is being submitted directly to IMD. Please contact me on [] with any questions regarding OP's Report of Records Holdings.



ADMINISTRATIVE-INTERNAL USE ONLY

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 87/1988**TO:** OIT
OIS/IRMD**FROM:** (Directorate and Office)
DDA/OP**ANNUAL LINEAR FOOTAGE**

PREVIOUS YEAR CURRENT YEAR DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	3759	5740.4	+ 1981.4
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	373	512.5	+ 139.5
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	5	3.0	- 2.0
d.	Other (Describe)			
TOTAL LINEAR FEET OF OFFICE FILES		4137	6255.9	+ 2115.9

II. CARD-SIZE FILES:

a.	3x5 Cards	5.0	174.3	+169.3
b.	5x8 Cards	69.0	244.2	+175.2
*** c.	Punch Cards		6.0	+ 6.0
d.	Abstracts			
e.	Xperture Cards 4 x 6 Cards other		70.0	+ 70.0
f.	Microfiche	6.5	14.5	+ 8.0
g.	Other (Describe) T & A CARDS		629.6	+629.6
TOTAL LINEAR FEET—CARD-SIZE FILES		80.5	1138.6	+1058.1

QUANTITY OF EACH

PREVIOUS YEAR CURRENT YEAR DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes	21	21	0
b.	Audio Tapes	30	0	-30
c.	Video Tapes (All formats)	66	106	+40
d.	Disc Packs	25	25	0
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5 1/4"			
*** h.	Magnetic Diskettes 8"	288	288	
i.	Paper Tapes			
j.	Other (Describe)			

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	1108	XXXX 1410	XXXX +302
b.	Microfilm—35mm Reels	0	33	+ 33
c.	Microfilm Cassettes			
d.	Movie Film	3	0	- 3
e.	Other (Describe)			

Comments:

*** IIIh: offices have been including software in their counts, needs study.
 **** IIc: this figure constantly varies

Signature of Comp
OP/RMO

Date:

13 June 1988

FORM 9-85 **3581** OBSOLETE PRE EDITIONSWhite copy - OIT
OIS/IRMD

Yellow copy - Directorate/RMO

Pink copy - Component/RMO